Circular 43
Ontario Department of Education

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Preparation and Employment of Secondary School Teachers

- Qualifications for Admission to Colleges of Education
- Certification
- Summer Schools Operated by Ontario Colleges of Education

Summer Courses 1968
Full-Year Courses 1968-69

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For Department of Education Summer Courses
See GENERAL ANNOUNCEMENT SUMMER COURSES 1968,
Ontario Department of Education.

Ontario Colleges of Education

Althouse College of Education
The University of Western Ontario
London, Ontario

The College of Education
University of Toronto
371 Bloor Street West
Toronto 5, Ontario

McArthur College of Education
Queen's University
Kingston, Ontario

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I. ADMISSION TO THE TEACHING PROFESSION IN ONTARIO

1. CITIZENSHIP REQUIREMENTS

An applicant for admission to an Ontario College of Education or an Ontario Teachers' College, or an applicant for a Letter of Standing

(a) shall be a Canadian Citizen, or

(b) shall have the status of a Landed Immigrant.

A teacher will be required to show evidence that he is a Canadian citizen or a British subject before his interim teaching certificate will be made permanent.

2. REQUIREMENTS FOR ADMISSION TO COLLEGES OF EDUCATION

(a) Program leading to the Interim High School Assistant's Certificate, Type B

For admission to a program leading to an Interim High School Assistant's Certificate, Type B, a candidate must have an approved university degree, with at least 45 academic credits[1] subsequent to Grade 13 (or equivalent).

In this program two options shall be chosen, and for each option an applicant must support his choice with at least two full university courses (six credits) in the subject field forming part of the 45 credits, except in the case of 3 (b) (ii) (iv) and (vi) below.

In 1968 the Initial Summer Program will be offered for the last time for university graduates proceeding directly into teaching upon graduation. Candidates who complete this program successfully will have an opportunity to attend the Completing Program during the summer of 1969, in order to qualify for an Interim High School Assistant's Certificate, Type B.

An appropriate program will continue for a period of time to be offered during the summer for university graduates who have had, after graduation, five or more years experience in another profession or position and who decide that they wish to qualify as teachers.

(b) Programs leading to the Interim Vocational Certificate, Type B

The following conditions must be met before a candidate will be considered as having the admission requirements for the programs leading to an Interim Vocational Certificate, Type B.

(i) Candidates must have an Ontario Secondary School Graduation Diploma or equivalent.

(ii) Candidates must present satisfactory evidence of having had the prescribed practical trade experience in the field for which they seek professional training.

Before a candidate will be recommended for the certificate he will be required to pass an appropriate technical proficiency examination and successfully complete in the following summer a second seven-week program of professional training.

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[1] *The definition of a credit is derived from the basic assumption that there are approximately 60 credits in a four-year course. From this it follows that 15 credits is equivalent to a university year; and a credit may be defined as one-fifteenth of a university year.*

(c) **Programs leading to the Interim Occupational Certificate, Type B (Practical Subjects)**
(for candidates without approved professional training)

For admission to this course candidates

(i) must have an Ontario Secondary School Graduation Diploma or equivalent,

(ii) must have adequate approved practical experience in at least three diversified fields of occupations and trades.

Before a candidate will be recommended for the certificate he will be required to pass an appropriate technical proficiency examination and successfully complete in the following summer a second seven-week program of professional training.

(for candidates with approved professional training)

This course will be open to candidates who

(i) hold an Interim or Permanent Elementary School Teacher's Certificate and have three years of approved industrial experience, or

(ii) hold an Interim or Permanent Elementary School Teacher's Certificate and an Intermediate Home Economics Certificate, or

(iii) hold an Interim or Permanent Elementary School Teacher's Certificate and an Intermediate Industrial Arts Certificate, or

(iv) obtain standing in all the professional courses leading to a Vocational Certificate and have had adequate approved practical experience in at least three diversified fields.

3. CHOICE OF OPTIONS

(a)(i) Normally the candidate will be requested to choose at least one option from: English, French, français, Geography, History, Latin, Mathematics, Science, Biology, Chemistry or Physics.

(ii) Notwithstanding (a) (i) a double option may be taken in Business and Commerce.

(b) **The candidate may choose as his second option:**

(i) one listed in (a) (i) not previously chosen, or Agriculture, Economics, Geology, German, Greek, Italian, Political Science, Psychology, Russian, Sociology and Spanish, or

(ii) one of the following for which no previous university background is required: Business and Commerce, Elementary School, Industrial Arts, School Librarianship, Physical Education, Theatre Arts, or

(iii) one of Art, Music (Instrumental or Vocal), provided the candidate has six university credits or background which the Dean considers satisfactory for admission, or

(iv) Home Economics may be chosen as an option by candidates possessing a variety of background experience, as follows:

University Background No. of Approved[1] Home Economics Courses	Credits	Credit earned towards Intermediate Home Economics Certificate	Eligible to Teach in Grades	Number of Additional Summer Courses Required for Receiving Interim Intermediate Home Economics Certificate
0, 1,2,	0, 3 or 6 respectively	Part I, Intermediate Home Economics	9, 10	3
3	9	Part I, Intermediate Home Home Economics	9, 10	2
4	12	Parts I & II & III Intermediate Home Economics	9 - 11	1
5	15	Intermediate Home Economics	9 - 13	0

(v) By permisssion of the Dean and the Professor of Guidance, the candidate may choose Guidance as an option with the understanding that the Elementary Certificate in Guidance will be granted only after completion of one year of successful teaching. It is suggested that any guidance duties assigned during the first year of teaching be under the supervision of a qualified guidance worker.

This option will be restricted to those who have some background of university courses in Psychology, Sociology and related fields, or successful previous experience in business and industry, counselling, personnel or social work.

Notes:

1. The following options are not offered as part of the Initial or Completing programs of the Summer School: Agriculture, Art, Economics, Elementary School, Geology, Greek, Guidance, Home Economics (for candidates without a university background of five full Home Economics courses with 60% in the Home Economics courses of the final year), Industrial Arts, Italian, Political Science, Psychology and Sociology, Russian, School Librarianship, Theatre Arts.

2. Biology, Chemistry and Physics may be offered as a combined Science option.

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[1] *To qualify for an Intermediate Home Economics Certificate students must present evidence of having completed at least a satisfactory program of five full university courses with not less than 60% in the final year.*

4. LETTERS OF STANDING (Secondary)

A Letter of Standing (Secondary) will be granted to a teacher qualified to teach in a secondary school in any country, whose qualifications meet the following conditions:

1. that his academic qualifications as contained in official transcripts, meet the requirements which Ontario candidates must fulfil for a corresponding certificate.

2. that his professional training fulfils the requirements set for Ontario candidates,[1]

3. that a candidate from outside of Canada whose native language is other than English may be required to meet the Special Committee in the Department of Education, to show evidence of a satisfactory command of English, and

4. the citizenship requirements outlined in Section I, 1, will be met.

Note:

Letters of Standing are not issued at the Type A level.

5. INTERCHANGE OF ONTARIO TEACHING CERTIFICATES
(Elementary and Secondary)

(a) The holder of a Permanent Elementary School Teacher's Certificate, Standard 4, may, upon accepting a contract from a board to teach in a secondary school, be granted an Interim High School Assistant's Certificate, Type B.

(b) The holder of a Permanent High School Assistant's Certificate may, upon accepting a contract from a board to teach in an elementary school, be granted an Interim Elementary School Teacher's Certificate, Standard 4.

(c) The holder of a Permanent High School Assistant's Certificate who meets Department of Education requirements for Vocational certification, may, upon accepting a contract from a board to teach a Vocational Technical course of a secondary school, be recommended for an Interim Vocational Certificate, Type B, upon the successful completion of one seven-week summer session.

(d) The holder of a Permanent Vocational Certificate, a Permanent Occupational Certificate (Practical Subjects) or a Permanent Commercial-Vocational Certificate, who has a university degree acceptable for admission to the Type B course at a College of Education may, upon receiving an assignment to teach the academic classes of a secondary school, be granted an Interim High School Assistant's Certificate, Type B.

(e) It is expected that most of the transfers referred to in (a) and (b) above will take place in the case of teachers teaching in the general range of Grades 7-10. Persons transferring to teach in grades beyond this range are advised to take summer courses which will help them to adjust to the new duties.

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[1] *A candidate may be required to attend the Special Six Weeks' course for teachers with professional training.*

6. LETTERS OF PERMISSION

Where a school board applies to the Department of Education for a Letter of Permission to employ a person who does not hold a certificate valid in Ontario, such a person is not required to submit evidence that he is a British Subject or a Canadian citizen. He must, however, submit to the board evidence that he has obtained Landed Immigrant status.

II. EMPLOYMENT OF SECONDARY SCHOOL TEACHERS

1. GENERAL INFORMATION

(a) Advertisements for secondary school teachers' positions for the school year 1968-69 shall be inserted for at least three days in a newspaper having a provincial circulation, and shall indicate the salary schedule and the subjects and grades to be assigned to the teacher.

(b) On March 1, information regarding student teachers will be made available by the Colleges of Eductaion, interviews with student teachers may be arranged, and contracts negotiated.

(c) On or after March 22, contracts may be made with applicants willing and eligible to attend the first summer program of secondary school teacher training in 1968, provided that the positions have been advertised under the conditions of Section (a) above.

A contract made before March 22 with such an applicant will not be recognized as valid by the Department of Education.

(d) Positions vacant on March 22 and positions held in 1967-68 by unqualified persons who cannot report satisfactory progress towards full professional qualifications by September, 1968, must be advertised on March 22 if not advertised earlier. If no applicant is available under Sections (a) (b) and (c) above by April 30 and a further advertisement after April 30 fails to bring a satisfactory response from a person whom the Department of Education will support, a board may request the Registrar of the Department of Education to issue a Letter of Permission on behalf of an unqualified person.

Notes:

1. It is expected that teachers, applicants for teacher training, and school officials will adhere professionally to the conditions of contract negotiations given above.

2. Candidates for admission to a College of Education are required to take a tuberculin test or to produce evidence of a negative tuberculin test reading or chest X-Ray taken within the preceding year.

3. Positions of Teachers who have completed the first summer program in any required sequence of summer training for secondary school teachers and are proceeding successfully at every available opportunity towards full qualification need not be advertised.

4. Letters of Permission must, however, be requested on behalf of persons whose qualifications fail to meet Departmental requirements for subjects that they will be asked to teach.

After advertising in the prescribed manner without success, boards may apply to the Regional Superintendent of Schools for Letters of Permission on behalf of certificated teachers who are required to teach subjects not covered by their certificates.

Teachers of Business and Commerce subjects who are proceeding to Commercial-Vocational certificates in limited fields of commercial work must not be asked to teach other commercial subjects for which they have no background or training. It is essential that these teachers be given a clear understanding of the subjects for which they will be responsible on a full-time basis before contracts are signed. Acting principals and vice-principals of secondary schools who have not been accepted for the Principals' Course in 1968, and acting heads of departments, must also be covered by Letters of Permission, issued by the Registrar of the Department of Education.

5. *Boards should take note* that not more than three Letters of Permission for each uncertificated teacher, no matter how competent he may be, will be issued unless yearly progress is being made towards certification. When a second or third request is made on behalf of an unqualified person, clear evidence of recent progress and future intentions must be stated on Form 703 (reverse side of Form 700).

6. An applicant for a course leading to a Vocational or Occupational certificate will send to the Registrar of the College which he plans to attend, his Ontario Secondary School Graduation Diploma or equivalent, and written proof of designated years of work experience.

   Subsequent to receiving the Provisional Acceptance he must pass a technical proficiency examination based on the theory and practice of the subject(s) concerned. These examinations will be administered by the Director of Technical Proficiency Examinations.

7. An applicant under contract to teach in Grades 9-10 of an Ontario elementary school or in Grades 9-13 of an Ontario private school shall submit before June 1, 1968, his copy of the contract with his application to the College of Education which he will attend.

8. *Supervision of teachers holding a Secondary School Certificate and teaching in Grade 9 or 10 of an elementary school or in any grade of a private school.* An applicant who has completed a first summer program in 1967 leading to one of the certificates stated in this memorandum and is now teaching in Grades 9 or 10 of an elemenary school shall request a supervisory visit immediately, from his Area or Municipal Superintendent, in order that he may be considered for recommendation for admission to a completing program. An applicant who is teaching in a private school shall request a supervisory visit immediately from his Regional Superintendent. (*Reference:* Departmental Memorandum 1967-68:23, Section 2, October 20, 1967)

9. If a school is unable to obtain the services of at least one teacher who is fully qualified in Business and Commerce subjects and who holds a High School Assistant's Certificate, it must not introduce Grade 10 of the Business and Commerce Branch.

10. Sections (7) and (8) above will not be applicable to elementary school teachers who apply for the Special Course for Teachers of Physical and Health Education for Girls, outlined in Section III, 7, subsection (a), page 17 of this memorandum.

11. The attention of boards and applicants is drawn to Section I, 1, page 5.

2. PROCEDURES RE ENGAGEMENT OF SUMMER COURSE STUDENTS

(a) **Instructions for Boards**

(i) *employing applicants eligible to attend Initial Summer Programs*

Upon ascertaining that an applicant's academic qualifications have been provisionally accepted by a College of Education for attendance at a program in 1968, the board should forward to the Registrar of the Department of Education a completed Details of Employment form (Form 704, available from the Department of Education) together with a Statement of Applicant (enclosed herewith) signed by the candidate.

A Letter of Approval of Employment will then be issued to the Secretary of the Board by the Department of Education.

Upon signing a contract (or an official Acceptance of Position document) with an applicant who has been provisionally accepted, the Secretary of the Board should advise the applicant to forward immediately, a signed copy of the Acceptance of Position document or a signed copy of the contract to the Registrar of the College in his area.

(ii) *employing persons on Letters of Permission*

If a student fails to complete his university course successfully or fails to attend the summer course, or attends and fails to qualify for a certificate, the College will advise the Department immediately.

The Secretary of the Board will then be advised by the Department that the contract may be cancelled by either of the contracting parties and the Letter of Permission will be required if the board wishes to retain his services.

(b) **Instructions for prospective candidates of Initial Summer Programs**

(i) Candidates planning to attend an Initial Summer Program of the College of Education indicated for the area in which they reside, (Section III page 13), should apply as early as possible to the College for a Statement of Provisional Acceptance, submitting a transcript of courses taken to date.

(ii) Upon receipt of a Statement of Provisional Acceptance from a College, a student may apply to a school board for a position *on or after Friday, March 22, 1968.*

(iii) Before signing a contract with a board or an official Acceptance of Position document the candidate shall present a completed Statement of Applicant (attached to this circular) to the Secretary of the Board.

(iv) The board will complete a Details of Employment form (Form 704), supplied by the Department of Education, and will send the completed form of the Details of Employment and the Statement of Applicant to the Registrar of the Department of Education.

(v) The candidate will forward to the College of Education for his geographical area a copy of the signed contract (or official Acceptance of Position document).

(vi) When the Registrar of the Department of Education has received from a board a completed Details of Employment form and the completed Statement of Applicant attached, a Letter of Approval for the applicant's employment will be sent to the board.

(vii) When all admission requirements are met the College will grant final admission.

CHRONOLOGICAL REVIEW OF PROCEDURE
FOR
PROSPECTIVE CANDIDATES FOR INITIAL SUMMER PROGRAMS

Initiator of Action	Action
1. *Candidate*	As early in the year as possible student applies to College in area for a Statement of Provisional Acceptance.
2. *College*	College issues Statement of Provisional Acceptance.
3. *Candidate*	On receipt of Statement of Provisional Acceptance student applies to board for position on or after Friday, March 22, 1968.
4. (i) *Candidate*	Sends completed Statement of Applicant to Secretary of Board.
(ii) *Board*	Board grants student signed contract (or official Acceptance of Position document). Board sends Details of Employment form (Form 704) along with Statement of Applicant to Registrar of Department of Education.
5. *Candidate*	Student sends copy of contract (or official Acceptance of Position document) to College in his area.
6. *Department of Education*	The Department sends a Letter of Approval to the Board.
7. *College*	The College grants final admission.

III. PROGRAM LEADING TO TEACHING CERTIFICATES VALID IN ONTARIO SECONDARY SCHOOLS

1. THE ONE-YEAR PROGRAMS

(a) The one-year programs (September to May) at Althouse College of Education, University of Western Ontario, at The College of Education, University of Toronto, and at McArthur College of Education, Queen's University, will provide instruction and practice teaching leading to the Interim High School Assistant's Certificates, Type B and Type A, the Interim Vocational Certificates, Type B and Type A, the Interim Vocational Certificates, Type B and Type A (Practical Subjects), and additional certificates in certain subjects.

Programs leading to Interim Intermediate and Specialist Certificates in Industrial Arts will be offered at The College of Education, Toronto only.

(b) Conditions of admission are stated in the Calendars of the respective Colleges. Applications for the one-year programs should be addressed to the College which the candidate plans to attend.

2. THE INITIAL EIGHT-WEEK SUMMER PROGRAM

(leading to the Interim High School Assistant's Certificate, Type B)

(a) A special eight-week summer program leading to a Temporary Secondary School Certificate will be offered in 1968 at each of Althouse College of Education, London; The College of Education, Toronto; and McArthur

College of Education, Kingston, commencing July 2 and ending on August 23.

(b) The same type of program will be given at all three Colleges, except as noted in (h) and (i) below.

(c) Candidates for this program shall attend the College indicated for the area in which they reside, as follows:

Althouse College of Education, London

Brant, Bruce, Elgin, Essex, Grey, Haldimand, Huron, Kent, Lambton, Lincoln, Middlesex, Norfolk, Oxford, Perth, Waterloo, Welland, Wellington.

The College of Education, Toronto

Dufferin, Halton, Ontario, Peel, Simcoe, Wentworth, York (including Metropolitan Toronto), Muskoka, Parry Sound.

McArthur College of Education, Kingston

Carleton, Dundas,, Durham, Frontenac, Glengarry, Grenville, Haliburton, Hastings, Lanark, Leeds, Lennox, Northumberland, Peterborough, Prescott, Prince Edward, Renfrew, Russell, Stormont, Victoria, Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Rainy River, Sudbury, Thunder Bay, Timiskaming.

Not later than June 1, candidates for:

(i) Althouse College of Education, London, should submit their applications to the Associate Registrar, Althouse College of Education, University of Western Ontario, 1137 Western Road, London, Ontario.

(ii) The College of Education, Toronto — to the Registrar, The College of Education, University of Toronto, 371 Bloor Street West, Toronto 5, Ontario.

(iii) McArthur College of Education, Kingston — to the Registrar, McArthur College of Education, Ellis Hall, Queen's University, Kingston, Ontario.

(d) The conditions of admission to the Initial Summer Program will be the same as those listed in the calendars of the respective Colleges of Education for the one-year program, 1968-69.

(e) In the Initial Program a candidate will be required to select *two* options from the following:

Business and Commerce, English, français, French, Geography, German, History, Home Economics, Latin, Mathematics, Music, Physical and Health Education, Science (Biology, Chemistry and Physics) and Spanish.

(f) The following options are not offered as part of the Initial or Completing Programs of the Summer School:

Agriculture, Art, Economics, Elementary School, Geology, Greek, Guidance, Home Economics (for candidates without a university background of five Home Economics courses, with 60% in the Home Economics Course of the final year), Industrial Arts, Italian, Political Science, Psychology and Sociology, Russian, School Librarianship.

Notes:

1. Français is available at McArthur College of Education, only.

2. German and Spanish are available at The College of Education, Toronto, only.
3. Home Economics as an option will be available at London and Toronto.
4. Music as an option for the Initial Program will be available at Kingston, London, and Toronto, if sufficient numbers of applicants apply at each centre.

(g) Prospective teachers of Business and Commerce may select as their two options a double option in Business and Commerce (see Section I, 3(a)(ii), page 6).

The double option in Business and Commerce is recommended for candidates without commercial skills who will be teaching Business and Commerce. University graduates without commercial skills who choose a double option of Business and Commerce may receive credit in seven of the ten subjects required for the Intermediate Certificate in Business and Commerce at the end of the sequence of Initial and Completing Programs, in addition to the Interim High School Assistant's Certificate, Type B.

University graduates who have the necessary university credits in Commercial Subjects, or who hold a Secondary School Graduation Diploma from the Four-Year Business and Commerce Branch or who pass tests before the course commences, may receive credit for all ten subjects required for the Intermediate Certificate.

If graduates with credits in Bookkeeping, Shorthand, Data Processing, or Retail Merchandising require credits in one or two subjects to complete the requirements for the Intermediate Certificate, one of the following subjects — Business Machines, Business Arithmetic, Business Law, or Business Organization and Management — may be selected each summer, if offered by the College concerned.

(h) Home Economics (where offered), may be chosen as the second option by candidates, in accordance with conditions outlined in Section I, 3(b)(iv), page 7. Candidates choosing the options of Business and Commerce, Home Economics, Music or Physical and Health Education will be considered qualified to teach the subject if they are successful in the summer courses, teach satisfactorily, and proceed at their earliest opportunity to obtain the necessary certificate.

(i) Candidates who have chosen the option of Home Economics (where offered, Music, or Physical and Health Education and who are successful in the Completing Program the following summer may receive, in addition to the Interim High School Assistant's Certificate, Type B, standing in the additional subject as indicated in the Calendars of the Colleges of Education.

3. PROGRAM FOR VOCATIONAL TEACHERS OF TECHNICAL SUBJECTS

The first seven-week summer session of a two-summer sequence leading to the Interim Vocational Certificate, Type B (subject(s) named) for technical teachers will be offered at Toronto and London only, according to the candidate's place of residence (see III, 2(c), page 13), in 1968, commencing July 2 and ending August 16, to candidates who:

(a) hold an Ontario Secondary School Graduation Diploma or equivalent,

(b) have had the prescribed practical trade experience in the field for which they seek professional training,

(c) will take technical proficiency examinations in November between the Initial and Completing Programs, and

(d) will attend in the following summer a second seven-week program.

If an adequate number of graduates of the Food Administration Course or the Course in Fashion and Design of Ryerson Polytechnical Institute, or of any other approved institution who, subsequent to their graduation have had twelve months of approved industrial experience, make application, they will be admitted to the above course at Toronto.

For detailed information about this program, apply to:

The Director,
Technical and Industrial
Arts Department,
The College of Education,
371 Bloor Street West,
Toronto 5, Ontario.

OR

The Associate Registrar,
Althouse College of Education,
The University of Western
Ontario,
1137 Western Road,
London, Ontario.

4. PROGRAMS FOR TEACHERS OF DIVERSIFIED TRADES IN OCCUPATIONAL CLASSES

(a) **Professional Training**
(for candidates without teaching qualifications)

The first seven-week summer session of a two-summer sequence leading to the Interim Occupational Certificate, Type B (Practical Subjects) will be offered in 1968 at London and Toronto, according to the candidate's place of residence (see III, 2(c), page 13), commencing July 2 and ending August 16, for candidates who:

(i) hold an Ontario Secondary School Graduation Diploma or equivalent, and

(ii) have had approved practical experience in diversified occupations and trades, and

(iii) pass the appropriate technical proficiency examinations, and

(iv) will take in the following summer a second seven-week program.

(b) **Practical Training**

If sufficient candidates apply, a six-week program commencing July 2 and ending August 2 (two weeks for each of three subjects), leading to the Interim Occupational Certificate, Type B (Practical Subjects), will be offered in Toronto only, in the following subjects:

for women: Food Preparation, Food Service Management, Waiter and Waitress Training, Hospital Services and Home Care, Retail Sales, Cosmetology, Sewing and Alterations.

for men: Rough Carpentry, Trowel Trades, Painting and Decorating, Electric Appliance Repair, Small Engines Maintenance, Service Station Operation, Welding, Custodial Services, Auto Body.

To this program may be admitted candidates who:

(i) hold an Interim Elementary School Teacher's Certificate and have three years of related industrial experience; or

(ii) hold an Interim Elementary School Teacher's Certificate and an Interim Intermediate Home Economics Certificate; or

(iii) hold an Interim Elementary School Teacher's Certificate and an Interim Intermediate Industrial Arts Certificate; or

(iv) hold an Interim Vocational Certificate, Type B; or

(v) have standing in all the professional courses leading to a Vocational Certificate, Type B, and have had approved practical experience in diversified fields.

5. COURSE FOR VOCATIONAL TEACHERS OF COMMERCIAL SUBJECTS (C2)

All Commercial-Vocational courses of a two-summer sequence will be offered at Ottawa and Toronto in 1968, commencing July 2 and ending August 2, leading to the Interim Commercial-Vocational Certificate, Type B, valid for teaching in any secondary school the Commercial subjects named on the certificate. To this five-week course may be admitted applicants who hold acceptable certificates, diplomas, or degrees as:

(a) Chartered Accountants, Certified General Accountants and Registered Industrial Accountants, or

(b) graduates of the three-year course in Secretarial Science at the Ryerson Polytechnical Institute, or

(c) graduates of accredited universities who wish to qualify as teachers of certain Commercial subjects only, and who do not qualify for admission to the High School Assistant's, Type B, course.

Applicants who are accepted for this course in specified Commercial subjects, who complete a second summer course in 1969, after one year's successful teaching, will be granted an Interim Commercial-Vocational Certificate, Type B (subjects named), valid for five years. A permanent Commercial-Vocational Certificate (subjects named), may be issued after two years of experience if the quality of the teacher's work has been satisfactory and he has completed half of the credits towards an acceptable university degree. Upon award of his degree the teacher will be issued an Interim High School Assistant's Certificate, Type B, and will be eligible to proceed towards Commercial Specialist Status.

6. COURSE FOR VOCATIONAL TEACHERS OF COMMERCIAL SUBJECTS (C3)

All Commercial Vocational Courses of a three-summer sequence will be offered at Ottawa and Toronto in 1968, commencing July 2 and ending August 2 leading to an Interim Commercial-Vocational Certificate, Type B, valid for teaching the Commercial subjects named on the certificate in any secondary school. This course offers training in methodology for the subjects of Typewriting, Office Practice, Shorthand, and Marketing, but not for Bookkeeping or Accounting. To this five-week course may be admitted an applicant who submits the following:

(a) an Ontario Secondary School Honour Graduation Diploma or equivalent, and

(b) a statement satisfactory to the College of Education, from an employer or employers that the applicant has had at least five years' acceptable office or merchandising experience, or at least two years' merchandising experience subsequent to the date of issue of a diploma in Merchandising Administration or the Retail Merchandising option from the Ryerson Polytechnical Institute, and

(c) evidence that he has fulfilled the admission requirements and has passed the required qualifying examination at The College of Education, Toronto, (Examinations will be provided in Shorthand, Typewriting and Marketing.) and

(d) evidence that he has obtained on or after March 22, 1968, a contract with a secondary school board or a contract with an inspected private school to teach Commercial subjects in which he has passed the qualifying examinations.

If the applicant is successful in his summer courses and his teaching, the employing board will not be required to advertise the position during the teacher's second year of teaching. After the third summer course the successful candidate will receive the Interim Commercial-Vocational Certificate, Type B (subjects named). This certificate will be valid for five years. A Permanent Commercial-Vocational Certificate (subject named), may be issued after two years of experience if the quality of the teacher's work has been satisfactory and he has completed half the credits towards an acceptable university degree. Upon award of his degree the teacher will be issued an Interim High School Assistant's Certificate, Type B, and will be eligible to proceed towards Commercial Specialist status.

Detailed information regarding this course and that listed in Section 6, as well as information regarding examinations, should be obtained immediately from the Director, Business and Commerce Department, The College of Education, 371 Bloor Street West, Toronto 5, in order that eligiblity for admission may be established before a contract is made with a board.

7. SPECIAL PROGRAM FOR TEACHERS OF PHYSICAL EDUCATION FOR GIRLS

(a) Where no qualified applicant or Initial Course applicant choosing Physical Education as an option is available, a contract to teach Physical Education in a secondary school for the school year 1968-69, may be given on or after March 22, by a board to an Ontario female elementary school teacher who

(i) holds a Permanent Elementary School Teacher's (or First Class) Certificate and submits to the Department of Education an Ontario Secondary School Honour Graduation Diploma, or equivalent, and

(ii) is willing to take, in 1968, a special secondary school five-week summer course in Physical and Health Education offered by The College of Education, Toronto, commencing on July 2 and ending August 2.

(b) A contract may be renewed from year to year without advertising, on evidence of satisfactory teaching and progress, following the first year of secondary school teaching, towards an Arts or Science degree. At least one university course per year and at least three courses in every two-year period will be required. When a teacher obtains an Interim High School Assistant's Certificate, Type B, this special summer program in Physical and Health Education will be accepted as the equivalent of Part I of the Intermediate Certificate, for secondary schools. It will be counted as one unit in Physical and Health Education for elementary schools if the teacher does not finish the degree and returns to teaching in elementary schools.

Elementary school teachers may not accept positions under the conditions outlined above in Part II before March 22. A teacher under this section may not be employed by a board unless at least half the teacher's periods in the week will be devoted to Physical and Health Education. This fraction of time and the other subjects which she will teach must be carefully set forth in Form 700 by the Secretary of the Board.

8. COMPLETING SUMMER PROGRAMS

(a) (i) A special Completing Program of seven weeks, consisting of the professional (foundation) subjects offered by the College, and further study in the two optional subjects taken in the Initial Program, will be given in the summer of 1968 at each of Kingston, London, and Toronto. This program will be available to candidates who have completed successfully the Initial eight-week Summer Program of 1967, have taught satisfactorily during the complete school year 1967-68 and have been recommended by the principal and the Area or Municipal Superintendent concerned. On the successful completion of this program, the candidate may be granted an Interim High School Assistant's Certificate, Type B.

The Completing Program will begin on July 2 and end on August 16. Applications for candidates who obtained Temporary Secondary School Certificates in 1967 will be submitted to the Registrar of the Department of Education through the principals of the secondary schools on Form 901 in April. Candidates who qualified for Temporary Secondary School Certificates prior to 1967 should apply to the Registrar of the Department of Education before May 15, 1968 for admission. Acceptances will be mailed from the Colleges of Education about May 30.

Candidates for the Completing Program in 1968 will attend the same Colleges in which they took the Initial Program in 1967.

(ii) Subject to the conditions stated in (i), candidates who, in 1968, complete successfully the Initial Program will take a Completing Program to be offered at the same centres in 1969 (the final year in which this program will be offered to recent graduates), in order that the requirements for an Interim High School Assistant's Certificate, Type B, may be fulfilled.

(iii) Music as an option for the Completing Program will be offered in 1968 at Althouse College of Education, London, and at The College of Education, Toronto.

(b) (i) Candidates who, in 1968, complete successfully the first Vocational, Occupational, or Commercial-Vocational summer programs and who teach satisfactorily in their field of certification during the complete school year 1968-69 may be recommended by their principal and the Area or Municipal Superintendent concerned for the second summer program in 1969.

(ii) Completing programs in subjects leading to an Interim Vocational Certificate, Type B, will be given in Toronto and London in 1968. Completing Programs in Occupational subjects leading to an Interim Occupational Certificate, Type B (Practical Subjects) will be given in Toronto and London in 1968.

These courses will commence on July 2 and end on August 16.

Applications for Completing summer programs for candidates who obtained Temporary Secondary School Certificates in 1967 should be submitted to the Registrar of the Department of Education by principals on form 901 in April. Candidates who qualify for Temporary Secondary School Certificates prior to 1967 should write to the Registrar of the Department of Education before May 15, 1968 for admission. Acceptances will be mailed from the Colleges of Education about May 30.

9. SUMMER PROGRAM FOR TEACHERS WITH PROFESSIONAL TRAINING

A program of six weeks, consisting of Administration and Professional Practice and an appropriate pattern of two secondary school subjects chosen from the following: Business and Commerce, English, français, French, Geography, History, Latin, Mathematics, and Science, will commence on July 2 and with a change of options, or

This program (except Business and Commerce — see Note 1) will be offered at Ottawa only to a candidate who has requirements for admission to the High School Assistant's Course, Type B, and

(a) who, after failing in a Completing or a One-Year Program at a College of Education, has beeen given permission by the Dean to attend this program with a change of options, or

(b) who holds an Interim Ontario Elementary School Teacher's Certificate, Standard 4, and wishes to take an orientation course in preparation for teaching at the secondary level, or

(c) who holds a Permanent Elementary School Teacher's Certificate Standard 4, and who does not have a contract with a secondary school board, or

(d) who has the academic standing necessary to qualify for a Letter of Standing having the force of an Interim High School Assistant's Certificate, Type B, and a teaching certificate valid in the secondary schools of a jurisdiction outside of Ontario, but teacher-training does not meet Ontario requirements, or

(e) who is eligible for a Secondary School Letter of Standing but who wishes to familiarize himself with the Ontario school system.

Notes: 1. Business and Commerce if chosen, must be selected as a double option, and may be taken in Toronto only in the Accountancy and Secretarial fields. Candidates must qualify in either Bookkeeping or Shorthand through university credits, four-year commercial high school courses or by passing tests on the opening date of the program. Some previous skill in Typing is essential.

2. A person who holds a Letter of Standing, having the force of an Interim High School Assistant's Certificate, Type B, or who has a contract with a secondary school board and holds a Permanent Ontario Elementary School Teacher's Certificate, Standard 4, is not required to take further training but may enrol in this course to become more familiar with the methods in the subjects which he expects to teach in the secondary schools of Ontario.

10. TYPE A SEMINARS

A summer program of six weeks commencing on July 2 and ending August 9 will be offered for teachers who:

(a) hold an Interim or a Permanent High School Assistant's Certificate, and

(b) possess the necessary academic qualifications to obtain an Interim High School Assistant's Certificate, Type A, (as outlined in Circular 649), and

(c) have been recommended for attendance at a Type A seminar by their Area or Municipal Superintendent, on the basis of their competence as a classroom teacher of their Type A subject(s).

Seminars in the subject areas listed below will be offered as follows:

	Althouse College of Education, London	The College of Education, Toronto	McArthur College of Education, Kingston
Agriculture	•		
Biology	•	•	
Chemistry	•	•	
Chemistry and Biology	•	•	
Classics		•	
Economics		•	
English	•	•	•
English and French		•	
English and German		•	
English and History	•	•	•
English and Latin		•	
English and Spanish		•	
français			•
French		•	
French and German		•	
French and Italian		•	
French and Spanish		•	
Geography	•	•	•
History	•	•	•
Home Economics	•	•	
Italian and Latin		•	
Latin		•	
Latin and French		•	
Latin and Greek		•	
Mathematics	•	•	•
Mathematics and Physics	•	•	
Music	•		
Physical and Health Education (Men)	•	•	•
Physical and Health Education (Women)	•	•	
Physics	•	•	
Physics and Biology	•	•	
Physics and Chemistry	•	•	
Political Science		•	
Political Science and Economics		•	
Science	•	•	
Spanish and Latin		•	

Type A Seminars offered at Althouse College of Education

Candidates for the Type A seminar shall attend London if the course of their choice is offered at Althouse College of Education and if they are resident in the counties of Brant, Bruce, Elgin, Essex, Grey, Haldimand, Huron, Kent, Lambton, Lincoln, Middlesex, Norfolk, Oxford, Perth, Waterloo, Welland, Wellington.

Type A Seminars offered at The College of Education, Toronto

Subject to the courses being offered at The College of Education, Toronto, candidates resident in the following areas, will attend The College of Education, Toronto: Dufferin, Halton, Ontario, Peel, Simcoe, Wentworth, York (including Metropolitan Toronto), Muskoka, Parry Sound.

Type A Seminars offered at McArthur College of Education, Kingston

The courses listed above for McArthur College of Education will be offered subject to sufficient registration for candidates resident in:

Carleton, Dundas, Durham, Frontenac, Glengarry, Grenville, Haliburton, Hastings, Lanark, Leeds, Lennox, Northumberland, Peterborough, Prescott, Prince Edward, Renfrew, Russell, Stormont, Victoria, Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Rainy River, Sudbury, Thunder Bay, Timiskaming.

11. BUSINESS AND COMMERCE SUMMER PROGRAMS LEADING TO INTERMEDIATE AND SPECIALIST CERTIFICATES

Summer Programs of five weeks, commencing on July 2 and ending August 2, for teachers who hold a High School Assistant's Certificate or an Elementary School Teacher's Certificate will be offered at London and Toronto as follows:

Accountancy, Intermediate and Specialist
Data Processing, Intermediate and Specialist
Marketing and Merchandising, Intermediate and Specialist
Secretarial, Intermediate and Specialist

12. VOCATIONAL AND OCCUPATIONAL SUMMER PROGRAMS LEADING TO TYPE A CERTIFICATES

(a) **Vocational**

Parts I and II of a two-summer sequence of five weeks each, commencing on July 2 and ending August 2 leading to the Interim Vocational Certificate, Type A, will be offered in London and Toronto.

To Part I will be admitted a practising teacher who:

(i) holds a Permanent Vocational Certificate,

(ii) is recommended by the Area or Municipal Superintendent, and

(iii) has seven Grade 13 credits including two credits in English or français (or an acceptable alternative as outlined in Circular 612 (g).

To Part II will be admitted a practising teacher who has obtained standing in Part I or

(i) is a graduate of Applied Science (B.Sc., or B.A.Sc) or of the School of Architecture (B.Arch.), or the School of Nursing (B.Sc.N.), and

(ii) holds an Interim Vocational Certificate, Type B, and

(iii) is recommended by the Area or Municipal Superintendent.

(b) **Occupational**

Parts I and II of the Interim Occupational Certificate, Type A (Practical Subjects) will be offered at Toronto only. To this program will be admitted a candidate:

(i) who holds a Permanent Occupational Certificate, (Practical Subjects),

(ii) whose teaching has been considered satisfactory for a period of two years by the Area or Municipal Superintendent concerned, and

(iii) who has credit in English or in français and at least five other credits (other than Physical and Health Education) chosen from the optional subjects. (Nine credits are required if A.T.E.C., Grade 13, or university credits are combined).

13. HOME ECONOMICS SUMMER PROGRAM

(for teachers who hold a basic certificate)

(a) Programs of five weeks leading to the Interim Intermediate Home Economics certificate, Parts I, II, and IV, of a four-summer sequence will be offered by The College of Education, University of Toronto, commencing July 2.

Applicants who hold Elementary-School Teacher's or High School Assistant's Certificates are eligible.

(b) (i) A one-summer program of six weeks leading to the Interim Intermediate Home Economics Certificate will be offered in 1968 at Toronto only, commencing on July 2 and ending on August 9.

(ii) Admission to this program is restricted to teachers who hold a High School Assistant's Certificate and who submit evidence of graduation with a standing of at least 60 per cent in Home Economics in the final year of an approved university course. The undergraduate program must include five full approved courses (or 15 credits) in Home Economics.

14. INDUSTRIAL ARTS SUMMER PROGRAMS

The following programs of five weeks commencing July 2 and ending August 2 will beoffered at Toronto only:

(a) **Program for the Elementary Certificate**

The course consists of two summer sessions. Part I shall be taken before Part II. Both parts will be offered in 1968.

To Part I will be admitted a teacher who holds a certificate or a Letter of Standing qualifying him to teach in an elementary or a secondary school in Ontario.

An applicant who has completed successfully Part I of this program, or Part I of the program leading to the former Industrial Arts and Crafts Certificate, Type B, may be admitted to Part II of this program.

(b) **Program for the Supervisor's Certificate**

This program consists of two summer sessions. Part I shall be taken before Part II. Both parts will be offered in 1968.

To Part I will be admitted a teacher who holds a Certificate qualifying him to teach in an elementary or secondary school in Ontario and who,

(i) hold an Elementary Industrial Arts Certificate, Type B, or

(ii) completed satisfactorily Part II of the Elementary Industrial Arts Course before 1959.

To Part II may be admitted a teacher who holds a Certificate qualifying him to teach in an elementary school in Ontario and who,

(i) obtained an Elementary Industrial Arts Certificate before 1959, or

(ii) holds an Elementary Industrial Arts Certificate, Type A, or

(iii) has completed Part I of the Supervisor's Course.

(c) **Program for the Interim Intermediate Certificate**

Part I of a three-summer sequence will be offered, if sufficient candidates apply.

To Part I will be admitted a candidate who:

(i) holds an Ontario basic teaching certificate, and

(ii) has successfully completed Part I and Part II of the Elementary Industrial Arts summer courses plus Part I of the Supervisor's Industrial Arts summer course offered by the Department of Education.

To Part II will be admitted a candidate who has passed Part I, and to Part III will be admitted a candidate who has passed Part II.

(d) **Program for the Interim Specialist Certificate**

Parts I, II and III of a three-summer sequence.

To Part I will be admitted a candidate who:

(i) holds an Interim Intermediate certificate, and

(ii) has taught Industrial Arts successfully for one year, as confirmed by the Area or Municipal Superintendent concerned, and

(iii) has seven Grade 13 Credits (two of which shall be English or français).

To Part II will be admitted a candidate who has passed Part I and to Part IIII will be admitted a candidate who has passed Part II.

For further information about these programs and for application forms, a candidate should write to:

The Director,
Technical and Industrial Arts Department,
The College of Education,
371 Bloor Street West,
Toronto 5, Ontario.

15. PROGRAMS IN SCHOOL LIBRARIANSHIP

The following six-week programs will be offered commencing July 2 and ending August 9:

(a) Part I of a two-summer sequence, leading to the Intermediate Certificate in School Librarianship, will be offered in London and Toronto, commencing on July 2 and ending August 9.

To Part I will be admitted a candidate who:

(i) holds an Interim High School Assistant's Certificate, and

(ii) submits evidence of at least one year of successful teaching experience in a secondary school.

(b) Part II of a two-summer sequence leading to the Intermediate Certificate in School Librarianship will be offered in London and Toronto for candidates who have successfully completed Part I, and submitted evidence of at least one year of successful school library experience subsequent to completion of Part I.

(c) The program leading to the Specialist Certificate in School Librarianship will be offered in 1968 at Toronto only for candidates who hold an Intermediate Certificate, and submit evidence of at least one year of successful school library experience subsequent to completion of Part II.

Details of these courses may be obtained as follows:

(i) for students planning to attend Althouse College of Education from the Associate Registrar, Althouse College of Education, University of Western Ontario, 1137 Western Road, London, Ontario.

(ii) for students planning to attend The College of Education, Toronto, from the Principal of the School Librarianship Course, The College of Education, 371 Bloor Street West, Toronto 5, Ontario.

16. SUMMER PROGRAMS IN PHYSICAL AND HEALTH EDUCATION

(a) Programs of five weeks, commencing July 2 and ending August 2, leading to the Intermediate Certificate, will be offered as follows:

Part I (*Men and Women*), in Toronto only
Part II (*Women*), in London and Toronto
(*Men*), in Toronto only

(b) A six-week program commencing on July 2 and ending August 9, leading to the Interim Specialist Certificate, will be offered as follows:
Women, in London and Toronto
Men, in London and Toronto

Application forms may be obtained from the Principal of Physical and Health Education summer programs (men or women) of the College of Education concerned.

G. L. Duffin
Assistant Deputy Minister
Toronto, January 31, 1968

Courses offered *(Alphabetically arranged)*	Offered at				Date	
	Althouse College of Education (London)	The College of Education (Toronto)	McArthur College of Education (Kingston)	Ottawa	Begins	Ends
Business & Commerce Courses (for qualified teachers)						
Part I Intermediate	•	•			July 2	August 2
Part II Intermediate	•	•			July 2	August 2
Specialist	•	•			July 2	August 2
Commercial-Vocational (VC2 and VC3)						
VC2 Part I		•		•	July 2	August 2
VC2 Part II		•		•	July 2	August 2
VC3 Part I		•		•	July 2	August 2
VC3 Part II		•		•	July 2	August 2
VC3 Part III		•		•	July 2	August 2
Completing Summer Course (7 weeks)	•	•	•		July 2	August 16
Français						
Initial Course			•		July 2	August 23
Completing Course			•		July 2	August 16
Home Economics						
Part I		•			July 2	August 2
Part II		•			July 2	August 2
Part IV		•			July 2	August 2
Intermediate Home Economics for graduates		•			July 2	August 9
Industrial Arts						
Elementary Part I		•			July 2	August 2
Elementary Part II		•			July 2	August 2
Supervisor's Part I		•			July 2	August 2
Supervisor's Part II		•			July 2	August 2

	London	Toronto	Kingston	Ottawa	Begins	Ends
Industrial Arts (cont'd)						
Intermediate Part I		•			July 2	August 2
Intermediate Part II		•			July 2	August 2
Specialist Part I		•			July 2	August 2
Specialist Part II		•			July 2	August 2
Specialist Part III		•			July 2	August 2
Initial (8 week) Summer Course	•	•	•		July 2	August 23
*Music						
Initial	•	•	•		July 2	August 23
Completing	•	•			July 2	August 16
Occupations (Practical) Type B						
Women — Part I (6 weeks)		•			July 2	August 9
— Part II (6 weeks)		•			July 2	August 9
Men — Part I (6 weeks)		•			July 2	August 9
— Part II (6 weeks)		•			July 2	August 9
Specialist Part I (6 weeks)		•			July 2	August 9
Specialist Part II (6 weeks)		•			July 2	August 9
Occupations (Professional) Type B						
Women — Part I (7 weeks)	•	•			July 2	August 16
— Part II (7 weeks)	•	•			July 2	August 16
Men — Part I (7 weeks)	•	•			July 2	August 16
— Part II (7 weeks)	•	•			July 2	August 16
Physical and Health Education						
Women Intermediate Part I		•			July 2	August 2
Intermediate Part II	•	•			July 2	August 2
Specialist	*•	•			July 2	August 9
Men Intermediate Part I		•			July 2	August 2
Intermediate Part II		•			July 2	August 2
Specialist	•	•			July 2	August 9
School Librarianship						
Intermediate Part I	•	•			July 2	August 9
Intermediate Part II	•	•			July 2	August 9
Specialist		•			July 2	August 9
Special Course for Teachers of Physical Education (Women)		•			July 2	August 2
Summer Courses for Teachers with Professional Training				•	July 2	August 9
Type A Seminars (See page 20)						
Vocational						
Initial Type B — Part I	•	•			July 2	August 16
Completing Type B — Part II	•	•			July 2	August 16
Type A — Part I	•	•			July 2	August 2
Type A — Part II		•			July 2	August 2

*If a sufficient number of applicants apply.

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Statement of Applicant

For Admission to First Summer Program at a College of Education